PART III
University of Calicut

(GENERAL AND ACADEMIC BRANCH-I)

NOTIFICATIONS

(1)

No. GA I/F2/9316/2010 (1).   *13th May 2011.*

It is hereby notified that the following regulations for the Credit Semester System (PG) for all regular Post Graduate Programmes in affiliated colleges with effect from 2010 admission onwards (CUCSS PG-2010) have been approved by the Academic Council on 3-7-2010 vide item No.III a. 26 and finally approved by the Senate at its meeting held on 27-11-2010 vide Item No. III. 6.

REGULATIONS FOR THE CREDIT SEMESTER SYSTEM (PG) FOR AFFILIATED COLLEGES-2010

1. Short Title

1.1   This regulation shall be called "Calicut University Regulations for Credit Semester System for Post Graduate Curriculum 2010 for affiliated Colleges" (CUCSS-PG-2010)

2. Scope

2.1   The regulation provided herein shall apply to all regular post-graduate programmes conducted by the affiliated colleges (Government Aided/Unaided/Self-financing) and Self-Financing Centres of University of Calicut with effect from the academic year 2010-2011. This regulation is not applicable to the regular PG Programmes offered by Teaching Departments/ Schools of this University.

2.2   The provisions herein, supersede all the existing regulations for the regular post-graduate programmes conducted by the affiliated colleges of the University of Calicut unless otherwise specified.

3. Definitions

3.1   *'Academic Committee'* means the Committee constituted by the Vice-Chancellor under this regulation to manage and monitor the running of the post-graduate programmes in affiliated colleges, under the Credit Semester System PG-2010.

3.2 *'Programme'* means the entire course of study and Examinations (traditionally referred to as course).

3.3 *'Duration of Programme'* means the period of time required for the conduct of the programme. The duration of post-graduate programme shall be 4 Semesters; except for MCA, where it is 6 Semesters.

3.4 *'Semester'* means a term consisting of a minimum of 90 working days including examination days distributed over a minimum of 18 weeks each of 5 working days.

3.5 *'Course'* means a segment of subject matter to be covered in a semester (traditionally referred to as paper).

3.6 *'Core Course'* means a compulsory course in a subject related to a particular PG Programme, which shall be successfully completed by a student to receive the degree.

3.7 *'Elective Course'* means a course, which can be substituted, by equivalent course from the same subject and a minimum number of courses is required to complete the programme.

3.8 *'Repeat Course'* is a course that is repeated by a student for having failed in that course in an earlier registration.

3.9 *'Improvement Course'* is a course that is registered by a student for improving his performance in that particular course.

3.10 *'Department'* means any teaching Department offering a courses of study approved by the University in a College as per the Statute and Act of the University.

3.11 *'Parent Department'* means the Department which offers a particular post graduate programme.

3.12 *'Department Council'* means the body of all teachers of a Department in a College.

3.13 *'Department Co-ordinator'* is a teacher nominated by a Department Council to co-ordinate the continuous evaluation undertaken in that Department.

3.14 *'Student Advisor'* means a teacher from the college nominated by the College Council to look into the matters relating to Calicut University CSS PG-2010.

3.15 *'Credit' (Cr)* of a course is a measure of the weekly unit of work assigned for that course.

3.16 *'Letter Grade'* or simply *'Grade'* in a course is a letter symbol (A,B,C,D,E) which indicates the broad level of performance of a student in a course.

3.17 Each letter grade is assigned a *'Grade Point' (G)* which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.

3.18 *'Credit Point' (P)* of a course is the value obtained by multiplying the grade point (G) by the Credit (Cr) of the course $P = G \subset Cr$.

3.19 *'Semester Grade point average'* (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade points shall be rounded off to two decimal places, SGPA determines the overall performance of a student at the end of a semester.

3.20 *'Cumulative Grade point average'* (CGPA) is the value obtained by dividing the sum of credit points in all the courses taken by the student for the entire programme by the total number of credits and shall be rounded off to two decimal places.

3.21 *'Words and expressions'* used and not defined in this regulation but defined in the Calicut University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

4. Academic Committee

4.1 There shall be an Academic Committee constituted by the Vice-Chancellor to manage and monitor the working of CSS-PG 2010.

4.2 The Committee consists of

   (a) The Vice-Chancellor.

   (b) The Pro-Vice-Chancellor.

   (c) The Registrar.

   (d) The Controller of Examinations.

   (e) 5 Syndicate members including student Syndicate member.

   (f) One Principal each from Post Graduate, aided and Government Colleges.

   (g) Senate and Academic Council members (two each).

   (h) Deans of Faculties (Other than Deans of Professional Courses), Chairpersons of PG Boards of Studies (atleast two).

   (i) Five members of the Boards of Studies from the affiliated Colleges nominated by the Vice-Chancellor.

4.3 There shall be a sub committee nominated by the Vice-Chancellor to look after the Day to day affairs of the CSS-PG 2010 programme.

5. Programme Structure

5.1   Students shall be admitted into post graduate programme under faculties of Science, Humanities, Language and Literature, Commerce and Management.

5.2   The Programme shall include two types of courses, Core Courses and Elective Courses. There shall be a Project/Dissertation to be undertaken by all students.

5.3   No Course shall have more than 4 credits and for dissertation and General Viva-Voce, the maximum credits shall be 8. General Viva-Voce covers questions from all courses in the programme.

5.4   A student shall accumulate a minimum of 72 credits in various programmes except for MSW (100 credits), MBA and MCA (120 credits). The number of credits from elective courses shall vary between 8-24.

5.5   The parent Department shall offer the appropriate elective courses for a specific programme.

5.6   There shall be 8 to 24 credits for programmes in which practicals are involved.

5.7   *Attendance:* The minimum requirement of attendance during a Semester shall be 75% for each courses. Condonation of shortage of attendance to a maximum of 10% (9 days) in a Semester subject to a maximum of two times during the whole period of post graduate programme may be granted by the University.

6. Board of Studies and Courses

6.1   The PG Board of Studies concerned shall design all the courses offered in the PG Programme. The Boards shall design and introduce a new courses, modify or re-design existing courses and replace any existing courses with new/modified courses to facilitate better exposures and training for the students.

6.2   The Syllabus of a course shall include the title of the course, the number of credits and reference materials.

6.3   Each course shall have an alpha numeric code number which includes abbreviation of the subject in two letters, the Semester number, the code of the course and the serial number of the course ('C' for Core Course, 'E' for Elective). For Practicals and Projects, 'P' and 'Pr' respectively may be given in the parenthesis.

6.4   Every Programme conducted under Credit Semester System in an affiliated College, shall be monitored by the College Council.

7. Registration

7.1   A student shall permitted to register for the programme at the time of admission.

7.2   A student who registered for the course shall complete the course within 4 years and 6 years respectively for 2 year and 3 year programmes.

8. Admission

8.1   The admission to all PG programmes shall be as per the rules and regulations of the University.

8.2   The eligibility criteria for admission shall be as announced by the University from time to time.

8.3   Seperate rank lists shall be drawn up for reserved seats as per the existing rules.

8.4   The college shall make available to all students admitted a Prospectus listing all the courses offered including elective in various departments during a particular semester. The information provided shall contain title of the course and credits of the course.

8.5   There shall be a uniform calendar prepared by the University for the conduct of the programmes. The University shall ensure that the calendar is strictly followed.

8.6   There shall be provision for *inter collegiate and inter University transfer* in 3rd and 5th Semesters (for 6 semester courses) within a period of two weeks from the date of commencement of the Semester.

8.7   There shall be provision for *credit transfer* subject to the conditions specified by the Board of Studies concerned.

9. Examination

9.1   There shall be University examination at the end of each semester.

9.2   Practical examinations shall be conducted by the University at the end of even semesters.

9.3   Project evaluation and Viva-Voce shall be conducted at the end of the programme only. Practical examination, Project evaluation and Viva-Voce shall be conducted by two external examiners.

9.4   A question paper may contain short answer type/annotation, paragraph type and essay type questions. Different types of question shall have different weightage to quantify their range. Weightage can vary from course to course depending on their comparative importance, but a general pattern may be followed by the Board of Studies.

10. Evaluation and Grading

10.1   The evaluation scheme for each course shall contain two parts; (a) internal evaluation and (b) external evaluation. 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation. Therefore the ration and weightage between internal and external is 1:3. Both internal and external evaluation shall be carried out using Direct grading system.

10.2   *Internal evaluation:* The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses. The weightage assigned to various components for internal evaluation is as follows.

Components of Internal Evaluation

	Component	Weightage
A	Assignment	1
B	Seminar	1
C	Attendance	1
D	Test Paper	2

To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal grade.

The course teacher shall maintain the academic record of each student registered for the course, which shall be forwarded to the University, through the college Principal.

10.3   *External evaluation:* The external Examination in theory courses is to be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. The external evaluation shall be done immediately after the examination preferably in a Centralized Valuation Camp.

10.4   Photocopies of the answer scripts of the external examination shall be made available to the students for scrutiny on request and revaluation/scrutiny of answer scripts shall be done as per the existing rules prevailing in the University. Awarding of a higher grade after revaluation may be given only after a second revaluation.

11. Direct Grading System

11.1   Direct Grading System based on a 5-point scale is used to evaluate the performance (External and Internal Examinations of students).

DIRECT GRADING SYSTEM

Letter Grade	Performance	Grade Point	Grade Range
A	Excellent	4	3.50 to 4.00
B	Very Good	3	2.50 to 3.49
C	Good	2	1.50 to 2.49
D	Average	1	0.50 to 1.49
E	Poor	0	0.00 to 0.49

11.2   Each course is evaluated by assigning a letter grade (A, B, C, D or E) to that course by the method of direct grading. The internal (weightage=1 and external weightage=3) components of a course are separately graded and then combined to get the grade of the course after taking into account of their weightage (See appendix).

11.3   An aggregate of C-grade (when external and internal put together) is required in each course for a pass and also for awarding the degree.

11.4   A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the next batch.

11.5   After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of semester, a student should pass all courses and score a minimum SGPA of 2.0. However, a student is permitted to move to the next semester irrespective of her/his SGPA.

For instance, if a student has registered for 'n' courses of credits C_1, C_2............., C_n in a semester and if she/he has scored credit points P_1, P_2......., P_n respectively in these courses, then SGPA of the student in that semester is calculated using the formula.

$$SGPA = \frac{P_1 + P_2 + \text{.................} + P_n}{C_1 + C_2 + \text{.................} + C_n}$$

(See Appendix for a model calculation of SGPA)

$$CGPA = \frac{(SGPA)_1 S_1 + (SGPA)_2 S_2 + \text{..........} (SGPA)_4 S_4}{S_1 + S_2 + S_3 + S_4}$$

12. Grade Card

12.1 The University under its seal shall issue to the students, a grade card on completion of each semester, which shall contain the following information.

  (a) Name of the University.
  (b) Title of the PG Programme.
  (c) Name of Semester.
  (d) Name and Register number of students.
  (e) Code number, Title and Credits of each course opted in the semester.
  (f) Internal, external and Total grade, Grade Point (G), Letter grade and Credit point (P) in each course opted in the semester.
  (g) The Total credits, total credit points and SGPA in the semester.

12.2 The Final Grade Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The Final Grade Card shall show the CGPA and the overall letter grade of a student for the entire programme.

13. Award of Degree

The successful completion of all the courses with 'C' grade shall be the minimum requirement for the award of the degree.

14. Grievence Redressal Committee

14.1 College level: The college shall form a grievance Redressal Committee in each Department comprising of course teacher and one senior teacher as members and the Head of the Department as Chairman. The Committee shall address all grievances relating to the internal assessment grades of the students. There shall be a college level Grievance Redressal Committee comprising of student advisor, two senior teachers and two staff council members (one shall be an elected member) as member and the Principal as Chairman.

14.2 University level: The University shall form a Grievance Redressal Committee as per the existing norms.

15. Transitory Provision

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of one year from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

16. Repeal

The Regulations now in force in so far as they are applicable to programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the Choice Based Credit Semester System in their application to any course offered in a College, the latter shall prevail.

(2)

No. GA I/F2/9316/2010 (2).   *13th May 2011.*

It is hereby notified that the following regulations for the Choice Based Credit Semester System for UG programmes under School of Distance Education and Private mode with effect from 2011-12 academic year have been approved by the Academic Council on 15-11-2010 vide item No. 1.15 and finally approved by the Senate at its meeting held on 27-11-2010 vide item No. III. 18.

CCSS System for UG Course of School of Distance Education and Private Mode

(with effect from 2011-12 Academic Year)

1. *No. of Courses and Credits*:—A total of 24 courses and 120 credits distributed in 6 semesters as given in Table 1.

Table—1

DETAILS OF THE COURSES

Type of Course (Subject)	No. of Courses	Credit
(1)	(2)	(3)
Semester I Common Courses (English)	1	5
Common Courses (Additional Language)	1	5
Core Course	1	5
Complementary Course	1	5
Total	4	20
Semester II Common Courses (English)	1	5
Common Courses (Additional Language)	1	5
Core Course	1	5
Complementary Course	1	5
Total	4	20
Semester III Common Courses (English)	1	5
Core Course	2	10
Common Courses (Additional Language)	1	5
Total	4	20

	(1)	(2)	(3)
Semester IV	Common Courses (English)	1	5
	Core Course	2	10
	Complementary Course	1	5
	Total	4	20
Semester V	Core Courses	3	15
	Open Course	1	5
	Total	4	20
Semester VI	Core Courses	2	10
	Core (Elective)	1	5
	Core (Project)	1	5
	Total	4	20

Total in the Programme	*Courses*	*Credit*
Common Courses (English)	4	20
Common Courses (Additional Language)	3	15
Core Courses (including elective & project work)	13	65
Complementary Courses (in one or two disciplines)	3	15
Open Courses	1	5
Total	24	120

2. *Evaluation* : Weightage of External evaluation—4 (80%)

Weightage of Internal evaluation—1 (20%)

3. *Examinations:*

(a) External, Internal and project valuation are done by direct grading using a 5 point scale for each course and the overall programme grade is awarded in a seven point scale as in the case of regular courses.

(b) All external examinations and related works shall be done by the Controller of Examinations. A separate section under a IR/DR may be formed to monitor the exam and related work.

(c) Exams shall be conducted in Semester wise on Saturdays, Sundays and other suitable holidays.

(d) For Exam duties (invigilation, valuation of answer scripts, etc.) Services of qualified retired College and University Teachers can also be availed. A reasonable remuneration may also be considered for exam works of School of Distance Education.

(e) Internal evaluation shall be based on objective type questions using OMR answer sheets (from Question Bank prepared for the purpose).

(f) Project Supervision and evaluation: Each student shall carry a project work related to core courses under the supervision of a College teacher/Retired teachers.

A panel of college teachers shall be prepared for each subject. Each teacher shall be permitted to supervise the project work of a maximum of 30 students. A remuneration shall be fixed for the project supervision. Evaluation of the project report shall be carried out in a centralized camp at each study centre.

4. *Study Centres:*—Since the private candidates are also registered through School of Distance Education the number of study centres has to be increased. For that the consent of various affiliated colleges are to be obtained. A co-ordinator and a support staff shall be appointed in each study centres to monitor the activities.

5. Syllabus and Regulations of each course shall be framed by the Board of Studies concerned.

6. Study Materials shall be prepared for each course and to be distributed to the School of Distance Education candidates well in advance of the contact classes. For this the concerned Board of Studies may suggest suitable persons for the preparation of study materials.

(Sd.)

Calicut University P. O.   *Registrar.*